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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 29 January 1957

FROM : Acting Chief, Administrative Training Branch

SUBJECT: Weekly Report, 22 - 29 January 1957

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1. [] spent Tuesday through Thursday at [] lecturing to the Operations and Operations Familiarization classes.

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2. [] held a meeting with [] Assistant Administrative Officer and [] Training Officer, WE, to coordinate the proposed Finance Procedure and get their opinions. They appeared pleased with the proposal and requested permission to monitor the first running. They were told that we would be happy to have them, as well as any comments they would care to make regarding it.

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3. The Cable-Dispatch Refresher classes were held for Logistic Clerical employees from 0900 to 1230 on 16, 17 and 18 January. Two written problems were given and the Logistics Training Officer has indicated the classes were well received. [] found the use of "refresher" was a misnomer as the group consisted of people new to the Agency and only a few old hands. It is believed that a lack of knowledge of the Agency structure and the use of the forms causes much of the difficulty. Therefore it is planned, in the future, to gear such classes to the new employee unless this staff is advised by the requesting office that the individuals need only refresher training.

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